

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 19, 2017 at 7:30 pm in the Staff Lounge

PRESENT: Jan Barshis, Virginia George, Dan Johnson, Lisa McDonald, Kathleen O’Laughlin, Stuart Wolf
ABSENT: Ronald Rodgers
VISITORS: Fouad Egbaria of the *Wilmette Beacon*

- I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:31 pm. Trustee Barshis called the roll. Trustee Johnson arrived at 7:45 pm.
- II. Public Comment.
- III. Presentation. Joan Fishman, President of Friends of the Library, discussed the organization’s activities during the past year. Copies of the Friends’ Annual Report were included as Attachment 1 in agenda binders. Ms. Fishman stated that she has been President of the Friends of the Library for two years and that this is her second term. She gave a brief history of the organization. The mission of the organization is to provide meaningful library opportunities for the community and to support WPL. Programs funded by the organization include the annual *One Book Everybody Reads*, *Uniquely Chicago* (which featured discussions about neighborhoods, architecture, and local history), the *Children’s Winter/Summer Reading Clubs*, and the *Shakespeare Project*. The Annual Report lists many more WPL programs funded by the Friends. Funds are generated from membership dues and the sale of gently-used books at the Friend’s bookstore, Books Down Under. The bookstore is located in the lower level of the Library with an annex on the Library’s first floor and is staffed by sixty volunteers who sell, sort, and shelve the books. During the past year the organization generated \$27,000 in bookstore sales and \$10,000 in donations and memberships. The Friends donate excess inventory from Books Down Under to other groups such as the Cook County Corrections Facility, Hands of Peace, Rotary Club of Wilmette, and Kids’ Korner. Ms. Fishman invited all trustees to attend the Friends Appreciation Luncheon on Friday, October 6, from 12 – 1 which honors the volunteers. Trustees expressed their appreciation for all of the programs and services sponsored by the Friends and noted the uniqueness of the WPL Friends with its large number of volunteers and book store. Trustee Barshis will be the representative of the WPL Board of Trustees to the Friends. Information about Friends of the Library is available at www.wilmette.library.info/about/about-us/friends.
- IV. Approve August Minutes. Trustee Wolf moved to approve the minutes of the August 2017 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
- V. Treasurer’s Report
 - A. Financial Reports for August. President O’Laughlin reviewed the financial reports for August. She noted there were no extraordinary expenditures.
 - B. Bills and Salaries for July. Trustee Wolf moved to approve the August bills and salaries. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Wolf
Nay – None
Absent or not voting – Rodgers
MOTION CARRIED
- VI. Action Items
 - A. Amount of Levy. Pages 1-3 of the PROPOSED Levy Ordinance No. 2017/18-186, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2017-2018, were included in agenda binders as attachment 5. This levy is the general fund plus an additional levy specifically for insurance, retirement, social security, and audit expenses. The levy reflects a 2.5% decrease from last year’s levy. The proposed levy figure for the aggregate of all funds is \$5,747,103 which reflects a Total General Fund Levy of \$5,314,203 and a Special Funds Levy of \$432,900. A public hearing will be conducted before the levy is adopted. Trustee Wolf moved to approve proposed Levy Ordinance No. 2017/18-186. Trustee McDonald seconded the motion.
Aye – Barshis, George, McDonald, O’Laughlin, Wolf
Nay – Johnson
Absent or not voting – Rodgers
MOTION CARRIED

- B. Patron Ban. Attachment 6 in agenda binders included letters from the director to two patrons and an incident report and staff memo that describe the behavior of the two patrons. At the meeting, the director summarized the reason for the ban which included a verbal but not a physical altercation. The director recommended a three-month ban since it is a first offense for both patrons. Trustee Wolf moved to ban both patrons from the building and grounds for a period of three months from the date of this meeting. Trustee Barshis seconded the motion. The director will send letters to the patrons instituting the ban and will notify WPL staff members.
MOTION CARRIED BY VOICE VOTE
- C. Staff Intranet Proposal. A copy of the proposal was included in agenda binders as attachment 7. The purpose of the proposal is to provide pricing in order to update the staff intranet / intraweb to be more functional, user-friendly, and compatible with the Library's website. The director reviewed the proposal. As the Library's website designer, Graphic Solutions designs updates and upgrades to the website; WPL staff members maintain the website. Trustee Wolf moved to approve the WPL Staff Toolbox Intraweb Proposal from Graphic Solutions for an amount not to exceed \$6,100. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Absent or not voting – Rodgers
MOTION CARRIED
- D. Apple Computer Proposal. A copy of the proposal was included in agenda binders as attachment 8. The purpose of the proposal is to provide pricing for the purchase of three Apple desk top computers (iMacs), one Apple laptop computer (MacBook Pro), one LG UltraFine 22" LED monitor, and the adobe photo shop suite for licensing. The director reviewed the proposal and stated that the computers are for Youth Services and Community Services. Trustee Wolf moved to approve the CDWG proposal for an amount not to exceed \$6,700. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Absent or not voting – Rodgers
MOTION CARRIED
- E. Signage Proposals. Four signage proposals were discussed at the Facilities and Equipment Committee August 30 meeting. As a result of the discussion, the committee eliminated two of the proposals from consideration. Proposals from ASI and Poblocki were included in agenda binders as attachment 9. F&E Chair Virginia George reviewed the proposals. Trustee George stated that the F&E Committee recommends acceptance of the Poblocki signage proposal. Poblocki has provided signage for other libraries and was the lowest bidder on this project. This proposal is for the first phase of the work. Trustee Wolf moved to approve the Interior Wayfinding Planning and Design Proposal from Poblocki Sign Company LLC for an amount not to exceed \$6,600. Trustee George seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Absent or not voting – Rodgers
MOTION CARRIED
- F. Landscape Design Proposals. Landscape design proposals were discussed at the Facilities and Equipment Committee August 30 meeting. As a result of this discussion, the committee requested revised proposals. The committee discussed the revised proposals at the F&E Committee September 18 meeting. Revised proposals from Lakota, Teska, and Kimley-Horn were included in agenda binders as attachment 10. F&E Chair Virginia George reviewed the proposals. Trustee George stated that the F&E Committee recommends acceptance of the Teska landscape design proposal. The proposal includes assessment of the Library grounds, current landscape and hardscape areas, and Library exterior signage. Representatives of the firm were responsive to the needs of the Library. Trustee Wolf moved to approve the Wilmette Public Library Master Plan Proposal from Teska Associates for an amount not to exceed \$19,000. Trustee Barshis seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Abstain – None
Absent or not voting – Rodgers
MOTION CARRIED

VII. Discussion Items

- A. WPL FY 2016-17 Annual Report. A draft of the report will be emailed to trustees. The final version will be available at the October Board meeting. It will be promoted in the November/December issue of *Off the Shelf* and will be available to patrons on line. The report will not be mailed to individual households. Printed copies will be available. Trustees suggested specific items to be included in the report, some of which are the following: a return on investment (ROI), examples of collaboration with other Village agencies and of community engagement, programming and dollar contributions made by the Friends of the Wilmette Library. The *Off the Shelf* version of the report should be a single two-sided summary while the on line version should be the entire report. It was suggested that the Board Communication Committee might be able to provide input on the final report.
- B. 2017 Legislative Breakfast. Trustees O'Laughlin and Johnson, Library director Heather McCammond-Watts and the Head of Community Services, Sarah Beth Brown represented WPL at this September 8 event in the Library Auditorium. All Wilmette county, state, and federal representatives were invited. President O'Laughlin stated that New Trier High School was not represented because it was the first day of school. All attendees presented issues of interest to the group. The Library will continue to host this event. It was suggested that perhaps the event could occur more often than once a year.

- VIII. Director's Report. The director reviewed the report which included information on the strategic planning process, the addition of staff in Youth Services and Community Services, and the success of the summer reading clubs and the eclipse viewing party. The director stated that bilingual services especially to Chinese and Spanish patrons are being considered. The director answered trustees' questions and will provide demographic information about the community to trustees. The Friends of the Library may be involved in the Library Garage Sale on Saturday, November 4.

IX. Committee Reports

- A. ILA Representative. Trustee Barshis reviewed the following ILA newsletters: September 11, September 8, August 30, August 24, and August 17.
- B. Facilities & Equipment Committee. The committee met on August 30 and on September 18 to review signage and landscape design proposals. Committee members are trustees George (chair), Barshis, and Rodgers. Please see E (Signage Proposals) and F (Landscape Design Proposals) under Action Items for additional information.

X. Information Items

- A. The B&AO for FY 2017-18 has been published. Copies of the Certificate of Publication and of the ordinance as published in the *Wilmette Beacon* were included in Attachment 13 of agenda binders.
- B. WPL began school-year Sunday hours (1:00 – 9:00) on September 10.
- C. The WPL Group Art Show: Community opened on Friday, September 15 in the Auditorium. The show will run through October 30. This is a first in a series of ongoing, themed, community art shows. The shows will move away from the juried art format and will focus on themes that matter to the Wilmette community.
- D. Banned Book Week is September 24 – 30. Youth and Adult Services have displays of banned books. Celebrate your freedom to read by checking out these books.
- E. September is Library Card Sign Up Month. Swap out your old card for a new one with a tag for your key chain at Circulation. The Circulation and Youth Services departments have been providing small gifts for patrons who renew or request new library cards during the month. At the French Market, staff members continue to promote WPL programs and to encourage attendees to sign up for library cards.
- F. The Friends of the Library volunteer luncheon will be Friday, October 6 from 12 noon to 1:00 pm in the Auditorium. All trustees are invited to attend.
- G. The ILA Annual Conference is October 10 – 12 at the Tinley Park Convention Center Visit www.ila.org.

H. In November, WPL will host the second local author book fair. More information and submission forms are available at www.wilmettelibrary.info/localauthors.

I. Cooperative Projects

1. On Monday, August 14 from 10:30 – 11:00, Heather and Keren presented stories and songs for families outside of the Wilmette Village Hall.
2. On Thursday, August 31 from 6:00pm - 8:30 pm, Alice Joseph attended an Open House – Parent Orientation at Marie Murphy School. Alice distributed copies of *Off the Shelf*, WPL brochures, bookmarks, pens, and library card holders and signed up Wilmette residents who needed library cards.
3. On Tuesday and Wednesday, September 5 and 6 Keren, Alice, and Luciano visited McKenzie Elementary School to meet parents and kids from grades K-4. They issued about 30 new library cards, distributed Frisbees, pencils and other WPL freebies, and talked to about 150 parents.
4. On Thursday, September 7 from 6:30 pm – 8:40 pm, Alice Joseph attended a Parent and Teacher Open House at St. Joseph School. Alice promoted the WPL databases, e-books, programs, and signed up four parents for new library cards.

J. Communication to the Board of Trustees. Attachment 14 of agenda binders contained communication items such as suggestions from patrons and some articles. Trustees reviewed these items.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Wolf moved to adjourn the meeting. Trustee McDonald seconded the motion.

Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Wolf

Nay – None

Abstain – None

Absent or not voting – Rodgers

MOTION CARRIED

The meeting adjourned at 9:17 pm.



President or President pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL



Secretary or Secretary pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL